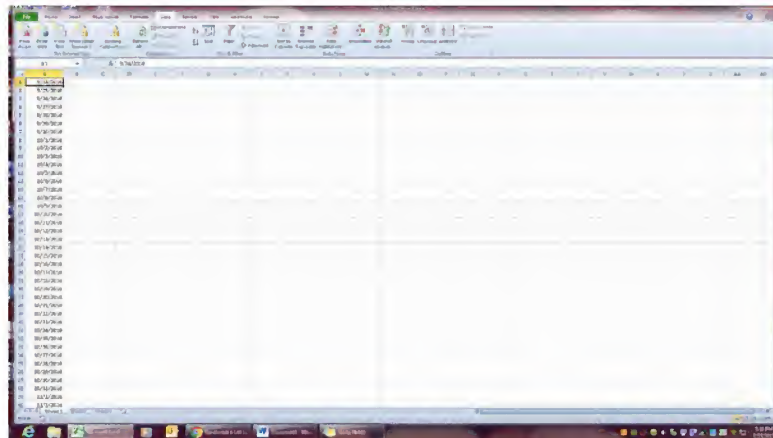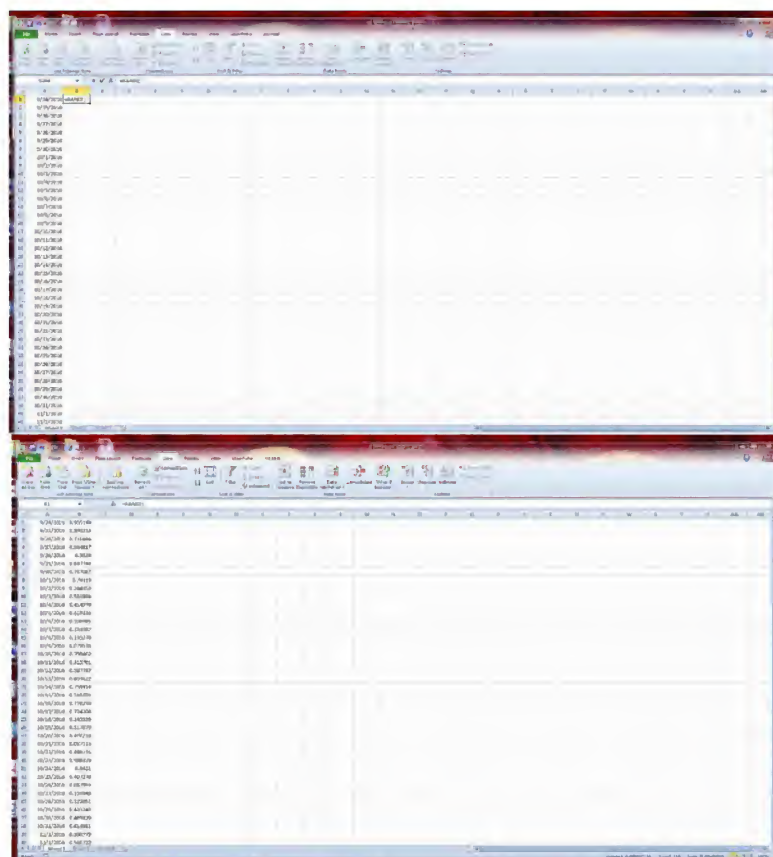**Hermosa Beach Police Department**
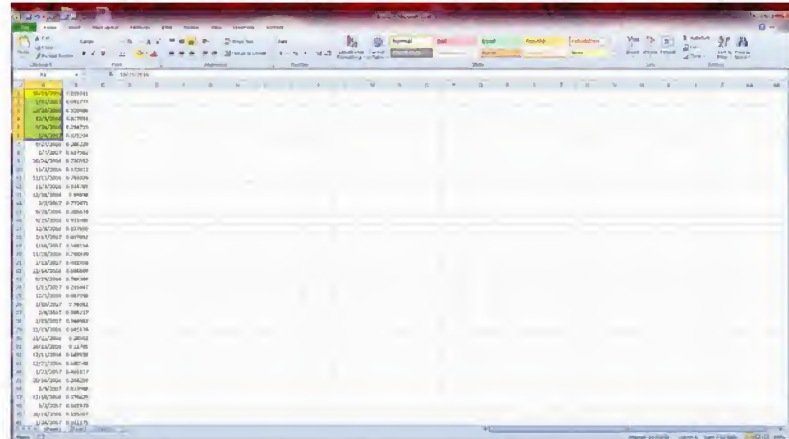**Semi-annual Review of Audio/Video Recordings**

1. Establish time period to be reviewed. Must be within 6-months of actual review date.
   a. <u>Example:</u>
      Review Date   2/25/2017
      Time frame   9/24/2016 to 2/24/2017
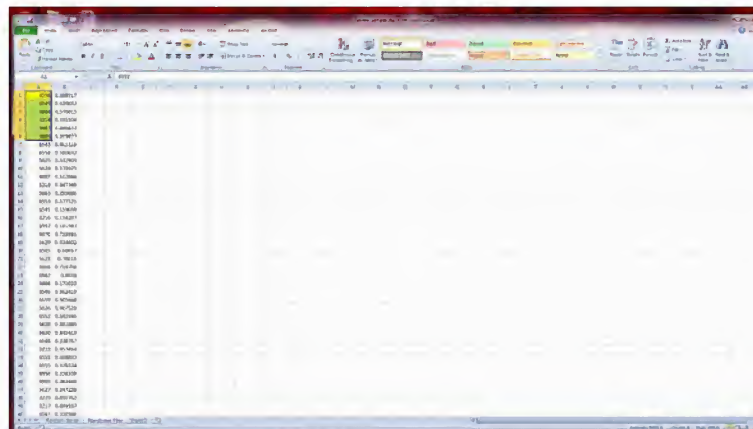2. Populate Dates within time frame into an Excel Sheet in Column A.

3. In B1, Type in =RAND() and drag down to populate next to your listed dates

4. Select any cell in Column B and Select ZA on the DATA tab. Your date list will shuffle.
5. Retrieve list of Recordings from the first (6) dates on your randomized list (Column A)

6. Insert list of recordings (by System ID) into Sheet 2
7. In B1, Type in =RAND() and drag down to populate next to your listed recordings
8. Select any cell in Column B and Select ZA on the DATA tab. Your recordings list will shuffle.
9. Review recordings associated with first (6) System IDs

10. Complete an Audio/Video Recordings (AVR) Request Form for each recording and attach copies to Memorandum detailing findings of review.